

Empowering Families of Milwaukee Program

Program Manager

The City of Milwaukee Health Department (MHD), a leader in assuring that Milwaukee is the healthiest city in the nation, has an immediate opening for a dynamic and community-oriented team leader. The Program Manager assigned to the Empowering Families of Milwaukee Program (EFM), at the City of Milwaukee Health Department provides overall leadership, oversight and coordination of an intensive home-visiting program. This Program serves families using a research based, intensive Home Visiting model in a 6 zipcode target area with the goal of improving pregnancy outcomes, enhancing family functioning, preventing child abuse and neglect, and assuring child readiness for school.

This position is responsible for the overall leadership, oversight and coordination of EFM to assure the achievement of program goals and objectives. The Program Manager provides direct supervision of, and manages team dynamics of, a multidisciplinary and diverse staff.

ESSENTIAL FUNCTIONS:

40% Program Management

- Develop, integrate and monitor program goals, objectives and outcomes;
- Provide direction to insure that program achieves objectives and outcomes;
- Coordinate services of program staff to meet identified needs of the population; implement appropriate evaluation processes related to EFM services;
- Provide leadership and recommendations to develop a seamless service system;
- Analyze evaluation data to assure achievement of outcomes with assistance from MHD Epidemiologist and Medical Director;
- Monitor and prepare budgets, contracts, and program reports;
- Plan, execute and monitor contracts with CBOs;
- Assure implementation of quality improvement strategies, and develop and maintain community referral sources for the project; and
- Work closely with other MHD managers, including the MHD Associate Medical Director, Manager of Nursing Practice, Division Managers, and Program Managers and interact with City Government units, non-city agencies and community based organizations (CBO) as necessary.

20% Program Development

- Facilitate the collection of data and analyze data for further program development and refinement;
- Provide professional expertise to related MHD projects, proposals and undertakings, as needed.
- Seek out supportive grant funding opportunities;
- Write proposals, using program data and data from other sources to obtain new funding;
- Provide professional expertise to related MHD projects, proposals and undertakings, as needed; and
- Continually evaluate and revise case management and home visiting protocols, policies and procedures based on emerging research and program evaluations.

20% Supervision

- Direct and supervise EFM staff;
- Hold monthly staff meetings that promote services provision and program accountability;
- Monitor and implement sufficient staff professional development with support from the UW-Milwaukee Extension;

- Monitor and implement sufficient staff supervision that ensures the development of realistic and effective plans to help clients;
- Assess and develop strategies to address knowledge and skills of home visitors and support staff;
- Work with the MHD Personnel Office regarding personnel issues; and
- Conduct staff hiring, interviewing and evaluation process according to established MHD protocols.

Essential Functions (continued)

20% Community Collaboration

- Collaborate with a variety of MHD programs, community-based organizations, State Division of Health, managed care organizations, physician networks, non-traditional partners and other organizations to integrate EFM services in the Milwaukee community and assure completion of program goals, objectives and outcomes;
- Serve as primary spokesperson for EFM on behalf of the MHD;
- Identify, recruit, develop, support and maintain primary partners around healthy pregnancy and birth outcomes, infant mortality reduction and home visiting service delivery;
- Represent the MHD at the Milwaukee Infant Mortality coalition, sub-committees and steering committee and in other community efforts related to the reduction of infant mortality; and
- Participate in other coalitions and initiatives to coordinate home visiting services and support long-term

MINIMUM REQUIREMENTS:

1. Master's Degree in administration, public health, human services, management, health education, nursing, social work, or a related field from an accredited college or school approved by Department of Employee Relations;
2. Three years of progressively responsible experience in public health, health education, nursing, social work, or a related field which must include program management or supervision in the areas of program planning, budget development and monitoring, contract development, research and data analysis, grant writing, staff development, team management and quality assurance.
NOTE: Equivalent combinations of education and experience may also be considered.
3. Valid State of Wisconsin Driver's License and properly insured vehicle on the job is required.
4. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

KNOWLEDGE, SKILL, AND ABILITIES REQUIRED:

- Strong oral and written communication skills.
- Strong interpersonal and leadership skills.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge and ability to create and manage budgets, grant proposals and contracts.
- Knowledge and ability to work with computer applications.
- Demonstrated knowledge of home visiting programs; knowledge of health care delivery systems, particularly those relating to maternal and child populations.
- Ability to supervise and manage team dynamics of a multidisciplinary and diverse staff.

THE CURRENT ANNUAL SALARY RANGE (07) is \$52,469 to \$73,453.